

**MINUTES  
REGULAR MEETING  
ENGLEWOOD WATER DISTRICT  
BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FLORIDA  
MAY 1, 2014 @ 8:30 A.M.**

**Board of Supervisors:**

Steven Samuels, Chair  
Eric Fogo, Vice-Chair  
Sydney B. Crampton  
Phyllis Wright  
Taylor Meals (Absent)

**Staff:**

Michael J. Ray, Administrator (Absent)  
Robert Berntsson, District Counsel  
Jarl "Jay" D. Linden, P.E. Technical/Operations Support Manager  
Sonia R. Zoeller, Finance Director  
Roger K. Quick, Water Operations Manager  
Teresa L. Herzog, Board Secretary

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. ANNOUNCEMENTS – None
3. SERVICE AWARDS – with thanks and appreciation Chair Samuels presented Accounting Clerk Wendy Tolley with a 15 year service award.
4. PUBLIC INPUT – None
5. CONSENT SECTION – Chair Samuels called for removal of either and/or both items on the consent agenda. Hearing no objections, he called for a motion. Mr. Fogo moved, **"to approve,"** seconded by Ms. Wright.
  - a. Minutes of the Public Hearing and Regular Meeting dated April 3, 2014 **14-05-01 CS A**
  - b. Attorney's Invoice dated April 17, 2014 **14-05-01 CS B**

**Unanimous**

6. ACTION ITEM

a. Keyway Place FPL Easement – Mr. Linden introduced the item. At our request, the developer did some additions to our water system that were not required. In return they have asked for an easement for Florida Power and Light through our property off Keyway Road where there are existing utilities.

Ms. Wright moved, **"to authorize the Chair to sign and the Secretary to the Board attest the approved FPL Easement for Keyway Place,"** seconded by Mr. Fogo.

**Unanimous**

**14-05-01 A**

b. GWE, Inc. Storage Warehouse Task Order – Mr. Linden presented the item. At the last meeting the Board authorized a new CIP Project for a new warehouse. This Task Order is for site development only and must be approved before a building permit can be applied for.

Mr. Fogo moved, **“to authorize Task Order #GWE-14-002 to the General Service Agreement with Giffels-Webster Engineers for the storage warehouse-Selma Avenue, Sarasota County as specified in the Scope of Services received April 15, 2014. Funds from the Operating Expenditures.”** Mr. Linden made a correction to the agenda summary to read funds from CIP Budget not Operating Expenditures. Mr. Fogo then corrected the motion **“to change from the Operating Expenditures to the CIP,”** seconded by Ms. Wright.

**Unanimous**

**14-05-01 B**

c. Auditor Selection Committee – Ms. Zoeller presented the item. It's been 5 years since the last Auditor was selected and staff is requesting a Board Member volunteer to serve on the committee. Short discussion took place with Ms. Wright volunteering to be a member of the committee.

Mr. Fogo moved, **“to appoint Sonia Zoeller, Finance Director, Susan Franklin, Customer Service Manager and Phyllis Wright, Board Member to the Auditor Selection Committee,”** seconded by Ms. Crampton.

**Unanimous**

**14-05-01 C**

**7. DISCUSSION ITEM - None**

**8. ADMINISTRATOR'S REPORT –** In Mr. Ray's absence, Mr. Linden presented the Administrator's Report.

**1. Laboratory Director – Karen Ernst**

a. Ms. Ernst commended Lab Technician Deb Parish for researching and devising a way to clean and repack the columns used on the auto analyzer instead of throwing them away. This is yet another way an employee has come up with an idea to save the District money.

**a. WATER OPERATIONS MANAGER – Roger K. Quick**

Mr. Quick continued with his report.

1. Production is averaging 2.7 MGD, 3.096 MGD was the maximum for season. On Tuesday 100 turn off requests were processed.
2. The 5 year Elevated Tank Inspection Report has been received and everything is in good working order. The report was submitted to DEP ahead of the June deadline, no comments are expected.
3. DOH/DEP inspector selected EWD for an audit. Staff has spent a significant amount of time with our inspector from the Department of Health. We have been supplying them with requested data.
4. Staff has also been working on the Sanitary Survey. This used to be every 5 years, now its every 3 years. The survey involves a thorough inspection and updates of all on file information, including everything from population to well casing and pump sizes.
5. The number one filter has been cleaned out and minimal block work is needed. A significant amount of money was saved by breaking the project into stages. No guess work.
6. Distribution has been working on meter installations on Walden Court and also in the Deer Creek Mobile Home Park, customers all have backflows and the meters are in the back on these areas. Radio Read Meters are being installed in sections in order to lessen meter reading times.

7. Replacement of old service lines and valves, and hydrant and valve maintenance are ongoing.

b. TECHNICAL/OPERATIONS SUPPORT MANAGER - Jarl 'Jay' D. Linden, P.E. Mr. Linden reviewed his written report with updates.

1. Dearborn Street Drainage and Veteran's Memorial Project – met with DMK April 29<sup>th</sup> to determine an alternate way to relocate the water main. The original design won't work.

2. Winchester South Project – caught up in their schedule our part will come up soon.

3. V9-B Vacuum Sewer – is proceeding, a time only change order has been submitted and approved. The anticipated completion date is July 9, 2014.

4. Keyway Place Development – proceeding, the sewer system and new lift station has been done. Pressure test on the water system to follow along with Bacteriological testing. Certification of completion will be signed after the check is received, then sent to DEP.

5. Villages of Manasota Beach (750 Acres) – a letter of no objection was sent to Sarasota County for reuse on April 8<sup>th</sup>. The Environmental Resource Permit has been submitted to DEP we co-signed that.

6. Park Forest Phases 6b and 6C – proceeding, the sewer collection system inspection has taken place, and the lift station inspection will take place soon.

c. FINANCE DIRECTOR – Sonia R. Zoeller

1. Retirement parties have been held for 3 employees. Two Operators from the Water Treatment Plant and also the Chief Meter Reader.

1. Staff has been working on the conversion from Florida Shores to the new Stone Gate Bank. They are honoring the existing contract so no changes in banking fees are expected.

2. Staff is gearing up for the 2015 budget.

9. ATTORNEY'S REPORT – Robert Berntsson -None

10. OLD BUSINESS - None

11. PUBLIC COMMENT – None

12. NEW BUSINESS - None

13. BOARD MEMBER COMMENTS – Chair Samuels and Vice-Chair Fogo both expressed their pleasure with the annual Drop Savers Poster Contest presentations done in the local schools.

14. ADJOURN @9:06 a.m.

  
Vice-Chair, Eric Fogo (absent)

Chair - Steven Samuels

/tlh